App. F. IX-4

1929-30 (Pts)

File No. 91-28

Serial Nos. 1

Previous References
3-54-27 (446)
7-20 (3 & 4)
4-28 (44 & 525)
41-26 (125)
PTS-76-21 (3 & 4)
4-25 (42, 66, 72, 73, 78, 83, 85, 93, 97, 116, 118, 124 & 159)

r References
3-66-29 (29)

(4)

General and Revenue Secretariat.

Serial Nos. 1

(80)

Part B for February 1930.

SUBJECT

Re: the increase of expenditure under Stationery and Printing.

Sl. 1. No. G. 1489-904 Dt. 20.6.29

To The members of the Committee

Directs that a Committee consisting of Messrs. B. Srinivasa Iyengar, B. Puttaniya, A. V. Ramaswamy & C. Narayana Rao be constituted with Mr. D. C. Subbarayappa as Secretary, to go into the whole question and to submit a report.

Jm

DEWAN'S MINUTE.

DEWAN'S OFFICE
16 APR 1929
No. 863

FILE No. 192

III Memo with. Compliments

Expenditure under Govt. Press & Printing Charges is fast mounting up. I feel that much of it could be avoided if more scrutiny was exercised. It would, perhaps, be worth while looking into the question & I would suggest Insp. of Offices Systems being asked to do it. If necessary, or considered desirable, another officer may be associated with him in the work I find, for instance, too many different sizes & kinds of note paper in use in Govt. offices.

MG

Inspr/Mis Systems with compts for 16-4-29

Secretariat

16/IV/29

Dno 102/16-4-29

D No 102/30-A-29

Serial No.

11616/8/5

Reference:-

Dewan's ~~note~~ minute dated 16-4-1929 in regard to increase of expenditure under 'Stationery and Printing.'

The expenditure under this head is rapidly rising.

A statement is put up showing the growth of expenditure under 'Stationery and Printing', the receipts from paying departments and the net expenditure charged to the State. The total gross expenditure under this head which amounted to a little over Rs 3 lakhs in the year 1925-26 has now risen to nearly Rs 4 lakhs. The bulk of the increase is due to large purchases of printing paper and stationery as well as materials and and type and also to entertainment of more piece work establishment.

It has to be pointed out that there has been gradual increase in the outturn of work in the press and the increase during the last 6 yrs may be estimated at about 30 percent. Vide comparative statement appended (App'B')

Nevertheless, there seems to be scope for reduction of expenditure. In spite of the rise in expenditure there are complaints made by several offices, especially in the Revenue Department that timely supplies of forms and registers are not made by the Stationery Depot and that they are consequently put to the necessity of preparing manuscript forms and registers out of the stationery supplied to them. This

NOTE—Contn. sheet

WD 1214—GPS—500—21-10-28

Serial No.

This leads to the consumption of more paper than would otherwise be necessary, while the forms etc., stocked in the Stationery Depot will be awaiting distribution. Economies could also be effected to a considerable extent by standardising the size of the forms, registers, letter heads, etc.,

The technical and the business side of the department requires careful scrutiny. The stock of machinery, types and other printing materials is being added almost every year. Whether there is sufficient justification for this expenditure having regard to the amount of work expected to be turned out by the Press may be got examined with the help of an officer who is conversant wit the departmental technique.

The (Govt. of India) Controller of Printir visited the Printing office in February 1925 and drew up a report which is flagged 'W'. Over 4 years have now elapsed. It is desirable that a small committee be appointed to go into the whole question in 3 months and submit a report.

The Committee may consist of the Inspector of Office Systems, the Deputy Commissioner of Kolar, Mr. Ramanathan and the Executive Engineer of Bangalore, with the Assistant Secretary dealing with Press and Stationery as Secretary to the Committee..

If there is no objection a non official member of the Legislative Council, eg., Mr. D.V. Gundappa may also be on the Committee.

Third Member.)

10-4

WD 2343—GPB—500—12-3-29

App 'A'

Statement showing the growth of expenditure under 'Stationery and Printing', the receipts from paying departments and the net expenditure charged to the State.

Detailed Heads.	Actuals 1925-26	Actuals 1926-27	Actuals 1927-28.	Comptroller's figure Revised. 1928-29.	Budget 1929-30
I. Stationery Depot.					
Establishment.	6,072	6,289	5,800	6,400	6,156
Travelling Allowance.	-	32	28	100	300
Cost of Printing Paper and Stationery.	1,64,213	1,91,596	2,06,958	2,08,700	2,00,000
Contingencies.	1,187	1,321	1,332	1,400	1,444
II. Printing and Gazette Office.					
Salaries.	16,614	17,888	17,906	19,100	20,640
Establishment.	57,827	57,809	56,263	56,700	54,932
Piece Work Establishment.	64,249	71,832	73,113	80,200	73,000
Overtime Allowances.	3,500	4,140	4,985	5,000	5,000
Travelling Allowance.	439	717	1,267	800	900
Cost of Electric Power	4,469	5,068	4,765	6,500	5,500
Purchase of Machines.	14,682	15,867	4,946	10,000	5,000
Purchase of Materials & Types.	26,841	16,643	18,943	24,000	19,000
Contingencies.	3,361	3,885	3,969	4,100	4,128
Total.	3,63,454	3,93,087	4,00, 275	4,23, 000	3,96, 000
Receipts.	59,383	56,279	62, 611	63, 000	65, 000
Net expenditure.	3,04,071	3,36,808	3,37, 664	3,60,000	3,31, 000 + 29 000

Appendix 'B'

Statement of Outturn of work in the Government Press.

Outturn.	1922-23	1923-24	1924-25	1925-26	1926-27	1927-28	Percentage of increase between 1922-23 and 27-28.
	Number						
Pages composed.	38,303	47,332	41,428	40,782	46,642	50,466	32
Impressions printed.	13,591,415	15432010	15,006,911	20,616,523	24237297	28732498	211
Books Bound.	918,330	2350641	595,497	666,389	955511	959089	5
Perforations.	744,237	1845011	1,243,130	1,913,035	2090174	2897505	
Embossing.	57,565	90410	171,002	77,893	138,657	242861	
Numbering.	16,79,121	3190,096	2,680,769	5,054,661	6194254	5475,813	
Ruling.	633,648	617,325	1,990,104	2,610,839	2,465,284	2,185,640	
Quantity of type and ~~Stereos~~ stereos cast (Pounds)	8826	14,713	10,190	16,515	13,416	11,198	
Total working expenditure including overtime.	1,15,758	1,22,254	1,13,951	1,18,199	1,31,240	1,36,968.	

Reference:-

Dewan's minute dated 16-4-1929 in regard to increase of expenditure under ' Stationery and Printing.'

The expenditure under this head is rapidly rising.

statement is put up showing the growth of expenditure under 'Stationery and Printing', the receipts from paying departments and the net expenditure charged to the State. The total gross expenditure under this head which amounted to a little over ₨ 3 lakhs in the year 1923-24 has risen to over ₨ 4 lakhs in 5 years. The bulk of the increase is due to large purchases of printing paper and stationery and materials and type and entertainment of more piece work establishment.

It has to be pointed out that there has also been gradual increase in the outturn of work in the press and increase during the last 5 years may be estimated at about 30 perce as per comperative statement appended ('pp'C')

There is nevertheless scope for reductio of expenditure under stationery. In spite of the heavy expenditure incurred under this head there are complaints made by the subordinate offices especially in the Revenue Deparement that timely supplied of forms and registers are not made by the Stationery Depot and that they are consequently put to the necessity of pro-curing manuscript forms and registers out of the

the stationery supplied to them. This leads to the consumption of more stationery in the subordinate offices than would be necessary, if timely supplied of forms and registers are made to them while the forms etc., stocked in the Stationery Depot will be wasted without proper distribution. Economies could also be effected to a considerable extent by standardising the size of the forms, registers, letter heads, etc

The technical and the business side of the concern also requires careful scrutiny. The stock of machinery, types and other printing materials is being added almost every year. Whether there is sufficient justification for this expenditure having regard to the amount of work expected to be turned out by the Press has to be examined by an officer who is conversant with the technique of the work. An Officer possessing the necessary qualifications for the work may perhaps be deputed to study the situation and submit a report.

The Government of India Controller of Printing etc., visited the Printing office in February 1925. His report is flagged. Over 4 years have now elapsed. It is desirable that a small committee be appointed to go into the question of the rise of expenditure under Stationery and Printing and suggest economies.

The Committee may consist of Inspector of Office Systems, Deputy Commissioner of Kolar, Mr.Ramanathan and the Executive Engineer of

of Bangalore.

If there is no objection Mr.D.V.Gundappa may also be added to the Committee who may be asked to suggest economies in 2 months.

Third Member.)

Appendix B'

Statement of Outurn of work in the Government Press.

Outturn.	1922-23	1923-24	1924-25	1925-26	1926-27	1927-28	Percentage of increase between 1922-23 and 27-28.
	Number						
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Total working expenditure including overtime.	1,15,758	1,22,254	1,13,951	1,18,199	1,31,240	1,36,968.	

Statement showing the growth of expenditure under 'Stationery and Printing', the receipts from paying departments and the net expenditure charged to the State.

Detailed Heads.	Actuals 1925-26	Actuals 1926-27	Actuals 1927-28.	Comptroller's figure Revised. 1928-29.	Budget 1929-30
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Contingencies.	3,361	3,885	3,969	4,100	4,128
Total.	3,63,454	3,93,087	4,00, 275	4,23, 000	3,96, 000
Receipts.	59,383	56,279	62, 611	63, 000	65, 000
Net expenditure.	3,04,071	3,36,808	3,37, 664	3,60,000	3,31, 000

Serial No.

I enclose the above note of the Superintendent who has undertaken to undertake immediate measures. In the suggestions is placed below. It should be favoured with the further views & remarks of the Superintendent of Press

29/5/29

7494
22.5.29

(2813/30/5)

117/29-5-29

I have gone through the exhaustive note of the Superintendent regarding the increase in expenditure under 'Stationery & Printing.' While justifying the increase as mainly due to a larger volume of work turned out and greater demand by the departments for forms and stationery articles, he does not seem to deny the possibility of reducing cost if certain improvements are adopted. He says, for instance, that " if the requirements of Press procedure are rigidly adhered to, material reduction in cost of printing will be perceptible."

In page 22 of the note he says " Under such circumstances work cannot but become unnecessarily expensive. ..... It is because the bulk of the works handled in the Press come under this category that expense mounts up. If most of them were executed normally the cost would surely go down."

My suggestion was for the appointment of a small committee to investigate into the present

WD 2343—GPB—500—12-3-29

Serial No.

present condition of the working in the Press and Stationery offices with a view to explore the possibilities of reducing cost and to make suggestions for minimising the complaints of Heads of Offices in the matter of supply of forms and stationery articles. And I would respectfully urge this view for the consideration of Govt.

In para VIII of his note, the Superintendent, has summarised his observations and made certain definite recommendations.

Without an enquiry into the working of the Press I do not feel competent to offer any remarks on items 1 to 4.

I am generally in agreement with the Superintendent regarding proposals Nos.5 and 6, provided that the consolidation of indents is required to be made in the District Offices instead of by the Head of the Department.

Re-7. While I consider that there is considerable force in the views put forward by the Superintendent about the defects in the standard lists, I am not prepared to subscribe to the proposition that they should be wholly replaced by annual indents. Standardisation of forms is a very desirable arrangement and it would be a pity to scrap the system altogether. We must try and work it with success wherever possible. The matter requires investigation.

I am in full sympathy with the proposals of the Superintendent under item 8. Definite rules as regards the sending of forms manuscripts

WD 2343—GPB—500—12-3-29

Serial No.

manuscripts to the Press for printing, and calling for proofs etc., may be laid down for guidance and arrangements may be made for their enforcement.

The suggestion in clause 9 about the Press being consulted when any new forms and register are to be prescribed seems to be suitable and may be adopted as far as practicable.

The suggestion No.10 is corollary to No.9 and it is only fair that the Press should be supplied with funds when it is called upon to do additional work involving heavy expenditure for which no provision exists in the budget.

The suggestion made in clause 11 that a system of money allotment for supply of station ery articles to all offices seems to me to be unworkable. At any rate it will not lead to ~~any~~ economy. The Department will not have the option to purchase stationery articles in the open market and it will have to pay without demur the bills presented by the Press. If the amount provided in the budget is insufficient the departments will apply to Government for additional funds.

The system of contract grant is not susceptible of being introduced in all offices.

As regards the last suggestion viz., the formation of a 'Depreciation Fund' for the replacement of old machinery by new and up-to-dat ones, I have to point out that as a preliminary to this, the system of accounting in the Press will have to undergo modification.

WD 2343—GPB—500—12-3-29

Fin 8715 — 4

General & Revenue Secretariat. | File No. | of 192

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In the Government of India" a new system based on costing principles was introduced in the accounts of Government Presses with effect from 1924-25. Under this system, in addition to the actual cash expenditure on the different sections of the Presses, indirect charges such as pension payments, interest on capital outlay and depreciation on buildings, etc., are worked out and distributed over these sections so as to arrive at the true cost of each section. A Depreciation Fund has also been opened in some of the Government Presses to which depreciation calculated on the value of the plant, machinery and furniture in use in the Presses during each year is credited, as also the book value of plant, machinery and furniture disposed of during the year. This fund bears the cost of all machines, etc., replaced during the year."

The introduction of an arrangement like this requires careful examination from the financial and administrative points of view.

29.5.29

Third Member.)

1-813/30/5

2-6-29

(Send Mr Rayaratnam a copy of the note of the Committee's discussion)

Dewan.

5561

Note—Contn. Sheet

WD 2343—GPB—500—12-3-29

Fin. 31.5-00

General and Revenue Secretariat | P. S. File No. 9 | of 1928

Serial No.

Vide Diwan, memo dt 2.6.29

Dy 4.6.29

13005/4/6

Third member.

Mr Rajagopalan Naoroji

returned

6a

Dy. 5/6.

Draft for Govt

Please put up a typed draft as revised.

11/6

Dy 11/6

Typed draft submitted

11/6 KP

11/6

Genl: Secy)

Dy 12/6 dd

C. 16 dt 13 6/29

Third member Revd Fin. Secy.

13/6/29

13387/16/6

I have suggested a (Govt.) alternative draft (Vide pencil alternative)

16/6/29

Case put a typed draft as revised by Genl: Secy.

15/6.

typed draft submitted

(A typed draft as above revised is also put up).

16/6/29

Govt

Note Contn. Sheet

17/6.

WD 01684—GPB—30,000—20-4-29

16

App. F. III—2]

General and Revenue Secretariat | File No. 91 | of 1928

Serial No.	
1	To The Members of the Committee No 9 (4899-904 dt 20.6.29 Directing that a Committee consisting of Messrs B. Sreenivasa Iyengar, B. Pattabhi, A.V. Ramanathan & C. Hayavadana Rao be constituted with Mr. D.C. Subbarayappa as Secretary to go into the whole question and to submit a report. To Mr. D.C. Subbarayappa dng - dt - Forwards a copy of the above.

B

Noto—Contn. Sheet

VD 01684—GPB—30,000—20-4-29

O r d e r No:

dated.

Government observe that the expenditure in the Government Press and the Stationery Depot both under Printing and Stationery has been (steadily) increasing during the last few years. The total gross expenditure under this head which amounted to a little over 3 lakhs in the year 1925-26 has now risen to nearly 4 lakhs. The bul of the increase is contributed by the larger - purchase of printing paper and Stationery as well as materials and type and also by the entertainment of more piece work establishment. Although (it has to be conceded that) there has been a gradual increase in the outturn of work in the Government Press during the last 6 years (justifying in some measure the increase in expenditure, Government consider that by a careful adjustment and systematization of work, the expenditure is capable of reduction. Frequent complaints are received from the Heads of Departments that timely supplies of forms and registers are not made by the Stationery Depot with the result that they are put to the necessity of preparing manuscript forms out of the - Stationery supplied to them leading to the consumption of more paper than would otherwise be - necessary. There is also considerable scope for economy by standardizing the size of the forms, registers, letter heads etc., The technical and the business side of the department also requires more scrutiny. The stock of machinery, types and other printing materials is being added to almost every year. Whether there is sufficient justif: cation for this expenditure, having regard to t

the amount of work expected to be turned out by the Press requires to be examined. Govern ment therefore consider that a small committe should be appointed to go into the question and investigate into the present condition of the working of the Press and the Stationery Depot with a view to explore the possibilitie of reducing expenditure and to make suggestio for minimising the complaints of Heads of Offices in the matter of supply of forms and Stationery.

They are accordingly pleased to direct that a committee consisting of the following gentlemen be constituted to go into the whole question and submit a report to Government within a period of three months.

1. Mr.B.Srinivasa Iyengar, B.A.B.L.,
   ~~Financial Secretary~~ to Govt. & Inspector of Office Systems. Chairman.
2. Mr.B. Puttaiya, B.A.,
   Superintendent, Govt.Printing.
3. " A. N. Ramanathan, B.A.,
   Deputy Commissioner,Kolar.
4. " C. Hayavadana Rao, B.A.B.L.,
   Editor Economic Journal.

with Mr.D.C.Subbarayappa, B.A.,B.L.,
Asst.Secretary to Government as Secretary to the Committee.

Offg.General Secretary to Govt

To

The Members of the Committee.

PJS 91-28-1

Proceedings of the Government of H.H. the Maharaja of Mysore.

Order No: G. 14899-904 ------ 19

dated. 20.6.29.

Government observe that the expenditure in the Government Press and the - Stationery Depot both under Printing and Stationery has been steadily increasing during the last few years. The total gross expenditure under this head which amounted to a little over 3 lakhs in the year 1925-26 has now risen to nearly 4 lakhs. The bulk of the increase is contributed by the larger purchase of printing paper and Stationery as well as materials and type and also by the entertainment of more piece-work establishment. Although there has been a gradual increase in the outturn of work in the Government Press during the last 6 years as the result of expansion of business in several departments, Government consider that it may be possible to devise measures to steady the cost under Printing and - Stationery and to effect economies in the matter of issue of paper and printing - materials by regulating flow of work into the Press.

Government are accordingly pleased to direct that a committee consisting of the following gentlemen be constituted to go into the whole question and submit a report to Government within a period of three months.

1. Mr. B. Srinivasa Iyengar, B.A.B.L., Inspector of Office Systems, Chairman

20

2. Mr. B. Puttaiya, B.A.,
Superintendent, Govt. Printing.

3. " A. V. Ramanathan, B.A.,
Deputy Commissioner, Kolar.

4. " C. Hayavadana Rao, B.A., B.L.,
Editor Economic Journal.
Mysore

with Mr. D. C. Subbarayappa, B.A., B.L.,
Asst. Secretary to Government as
Secretary to the Committee.

Offg. General Secretary to Govtt.

To

The Members of the Committee.

REFERENCE:-

NOTE OF THE INSPECTOR OF OFFICE SYSTEMS DATED 30-4-1929 REGARDING THE INCREASE IN EXPENDITURE UNDER "STATIONERY & PRINTING ".

---oOo---

I. Increase in Expenditure:- The increase both in the work turned out and in the expenditure incurred was normal in previous years and has shown a sudden jump from 1926-27 onwards as the figures in Appendix B of the Note clearly show. This is due to the increased activities in all depar ments started in that year as indicated by the following statistics.

In the Press, taking only one item for comparison, viz., the number of pages composed, the increase was only about 3,000 and 2,000 pages respectively in 1924-25 and 1925-26 over those of 1922-23, whereas the increase was about 8,000 and 12,000 pages respectively in 1926-27 and 1927-28. The high figures for 1923-24 are accounted for by the fact that, in that year, the Reforms in the Constitution were introduced which resulted in the printing of the heavy Electoral Rolls and other bulky matter. The working expenditure of the Press, on the other hand, actually fell in 1924-25 and rose by about 2 per cent in 1925-26 but jumped to about 13 per cent in 1926-27 and 18 per cent in 1927-28. On the whole, while the work increased by 32 per cent, the expenses increased only by 18 per cent in the last seven years. This clearly shows that though the expenditure has risen with the increase of work, the increase has not been in proportion to that of the work but considerably less than what the heavy work would warrant us to expect.

But for the economies that are always made in the Press such as (1) keeping large quantities of tabular and therefore costlier matter standing, (2) combining perforating and numbering along with printing, (3) stereotyping composed pages and thus reducing the number of impressions printed and (4) composing bulky and intricate and therefore costly tabular matter on composing machines which would otherwise have cost much more in wages, the working expenditure would certainly have increased in proportion to the increase of work and would have been 30 per cent instead of 18 per cent as now.

In the Stationery Depot, the bulk of the increase in expenditure is due to the increased quantities of paper and stationery articles purchased only not to meet the increased demands of the Press for printing the increased work but also to the heavy demands for paper and stationery articles made by the existing offices and also for supplies ordered to be made to the many new offices that were opened. Here too the increase is heavy from 1926-27 onwards, being about 30 per cent to 40 per cent as compared with the 7 per cent to 17 per cent increase of the previous four years. The reason is not far to seek. On the one hand, the number of new offices to which stationery and forms have to be supplied increased by 207 in the last seven years and on the other, the demand for the supply of increased quantities of Stationery articles and forms on the part of the other existing offices has become peremptory and insistent. The number of new offices that were opened in 1922-23, 23-24 and 24-25 was 10, 45 and 45 respectively while in the later three years it was 20, 22 and 65 respectively. The sudden increase of 65 new offices in 1927-28 which represents 31 per cent of all

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the offices opened in the past seven years, consisting mainly of new Courts, Irwin Canal offices, veterinary offices, Economic Superintendents' offices and Military offices, have suddenly swelled the expenditure for paper and stationery articles purchase. In addition, the Village Panchayets, Record of Rights, Forest Licenses and Hissa Survey forms and registers, to mention only the heavy items, are consuming a good lot of paper and are adding to the already increased expenditure as these forms are required in very large numbers. Side by side with this increase of cost consequent on the increase in the number of new offices and the increase of new forms printed there is also an additional increase in expenditure due to the supply of extra quantities of forms and stationery articles to all offices, old and new. In the first three years commencing from 1922-23, the supply of forms and stationery articles was considerably restricted so much so that only 50 per cent of the average consumption shown in the indents of all offices were supplied in those years. As loud complaints were raised against this drastic reduction, the supplies were increased to 75 per cent of the average consumption in the succeeding years and now the full average consumption and even more is being supplied. And, yet, dissatisfaction continues to be expressed and many offices are insisting upon supplies being made only according to the quantities claimed in their respective indents without any reduction whatsoever. The large increase in expenditure under such circumstances is only natural and inevitable.

Watching as I do daily the inflow of work into the Press and the pressing demands for full supplies of forms and stationery articles due to the new activities initiated in all departments, particularly in the Revenue, Survey, Public

Public Works ~~Department~~ and Development Departments, I can unhesitatingly say that the cost incurred in the Press and stationery offices is not unduly high and is well within bounds, all possible endeavours being made in the execution of works and supply of forms, paper and stationery articles as economically as circumstances permit. Were there no attempt at all made to check and control expenditure, the cost would surely have been much higher than what it is now.

In this connection, the words of Mr. C. H. Yates, the late Superintendent, who was similarly confronted with the question of increased cost 15 years ago may be appropriately quoted here. In his Annual Report for 1914-15, he records as follows under the head " ANNUAL INCREASING COST AND OUT-PUT " :-

> " The Superintendent is being reminded of the increasing cost of the Press. His reply is that this must be so in a progressive State like Mysore. Had not the many economies already referred to been effected during the past ten years, the cost would have been much heavier. It should therefore be a cause for thankfulness that the expenses have not been more, rather than for regret at their increase. It has been said that 'consumption of paper is the measure of a people's culture.' It may be said with some truth that the printing requirements of a State are the measure of its prosperity. "

Truer words could not have been uttered with greater sincerity. The prosperity of the State that is now evident all round is being reflected in the increased work of the Press as prophasied by Mr. Yates, which is a consummation devoutly to be welcomed rather than to get alarmed about.

II. <u>Scope for reduction of expenditure:-</u> My own feeling

is that there is hardly room for reduction under existing conditions. If further reduction is attempted, more complaints will arise. When it is admitted that with all the increase in work and expenditure, there are still complaints, it is evident that complaints do not cease if funds are further restricted as complaints are arising more on account of inadequate funds than to other causes. If, on the other hand, it is meant that there is scope for reduction because there is no control exercised over expenditure and it is allowed to out-grow the real demand both in the Press and the Stationery Depot, I humbly beg to submit that the statistics quoted above both as regards increase of work and expenditure do not justify the fears entertained. ~~But~~ I am however sure that both the offices are trying their level best to get the maximum ~~x~~ out of the limited funds placed at their disposal. My applications to Government for extra grants which are scrutinised by the Financial department confirm the truth of my statement.

The existing system of granting funds for increased work gives scope for complaints and requires improvement. For instance, whenever additional work is thrown on the Press and the Stationery Depot, additional funds to cover its cost are not always granted but the existing provision in the budget is expected to be utilised to cover the cost of both the normal and additional work. Though it is evidently not possible to fulfil this expectation, efforts are made to generally fulfil it for fear of approaching Government for funds every time additional work is entrusted to the Press and Stationery Offices. In this effort, some starvation of current printing work and normal demands of the Stationery Depot takes place which naturally give rise to some complaints

from the starved offices. But when the additional work received is heavy and urgent and its cost high, additional funds are not also granted to meet the additional cost until a case is made out for it after the work has been executed and after some correspondence and delay. Even then, instances are not wanting where the additional grants so sanctioned are less than the funds asked for. In the meanwhile, the normal grants are diverted to meet its cost which leaves little time and money for executing the current works and meeting current demands. Under such circumstances, the very best effort is made to meet the complaints that arise but the short time and the limited funds available do not allow much more to be done to satisfy all demands before the close of the official year. This system whereby the Press and the Stationery offices are obliged to "SOMEHOW" manage and do the additional work without extra funds or ~~to~~ do the best ~~part~~ ~~up~~ with the additional funds granted too late and reduced in amount is responsible for many of the complaints. Another reason is that once an additional grant is made for executing an additional recurring work entrusted to the Press, the same grant is not continued in the next and future years to cover the cost of that work. What happens is that the budget provision is increased only to a slight extent presumably with the idea that it should suffice to meet the cost of past and future increase of work. But unfortunately it does not do so ~~as~~, in the first place, ~~outset~~, it is already a reduced grant and secondly, whatever increase was given invariably gets engulfed in some other extra work and extra demand that arise in the course of the year so that though the provision looks apparently enhanced, it remains quite inadequate to meet all demands. Under such conditions, the Press and the Stationery Depot, make

frantic efforts to meet complaints and, at the same time, to limit ~~them~~ their respective expenditure to the allotments given for fear of exceeding ~~them~~ the same on account of the bogey of increased expenditure always staring at them. Ultimately, they do not succeed in doing either but they will have done all that is possible under the circumstances. For these reasons, I am inclined to think that there is no scope for reduction of expenditure, unless there is a proportionate reduction in the work and in the demand for forms and stationery articles. But if all the works received in the Press should be executed as they come in and all the demands of the Stationery depot satisfied as they arise, more funds than are now granted are required. The budget grant of any year compared with the actuals of the previous years will illustrate my point and reveal the fact that the budget provision of any year is always considerably less than the actual expenditure of the previous year. When work does not diminish in proportion to such diminished provision, it is not possible to keep down expenditure to the low level of the budget grant.

III. Complaints due to other causes:- In addition to insufficient funds being the source of complaints as stated above, the following are the further causes due to the default of the departments indenting on the Press and the Stationery depot. They are:-

1. The non-receipt of indents or their receipt too late.

2. Non-claiming of needed forms in the indent and asking for them at some future date when it is not possible to print them.

3. Not claiming the required forms in adequate quantities and asking for increased quantities unexpectedly at some future date when it is absolutely impossible to find time, money or paper to comply with the request.

4. Preparing indents in a haphazard

manner making the identification of forms difficult and consolidation of indents unsatisfactory and liable for mix mistakes.

5. Not indicating in the indents the essential and non-essential forms and forms that are more immediately required than others.

6. The omission on the part of Taluk offices to send regular indents claiming therein all their requirements to the Deputy Commissioners and other Heads in time.

Remedial measures have been taken from time to time to rectify these defects. Government have impressed upon all officers many a time the necessity for preparing the indents with care and sending them in time. In 1927, they issued a Circular Order in this respect after satisfying themselves by direct inspection of the indents. (Vide G. O. No: G. 8711-68/P.&.S. 41-26-12, dated 15th February 1927). The Stationery office also has done all it can do to advice all offices as to the correct way of preparing the indents and maintaining the accounts of forms. During inspections, all defects are pointed out and instructions given. Circulars have also been issued. The more important of the Stationery Rules relating to the preparation and transmission of indents and maintaining correct accounts have been printed on indent forms themselves for ready refrence by all the offices. They have even been printed in hand book form and sent to all the offices. Copies are enclosed for kind perusal.

Further measures adopted in the Stationery office to minimise the complaints are:-

1. A separate Branch designated the " FORMS BRANCH " has been formed to concentrate attention solely on indents and forms.

2. Arrangements have been made to print indents in rotation assigning certain indents to each month so that all indents

of all offices may get printed and supply assured to all offices without the risk of any office being left out which used to be the case before.

3. Lists of forms that are more largely in demand than others and that would be absolutely necessary for daily consumption have been obtained and maintained and all such forms are printed and kept in stock for being readily available for immediate supply. The remaining non-essential forms are arranged to be printed only when a posite demand for them is indicated. This arrangement has served to minimise waste and prevent accummulation of unwanted forms in the offices.

4. All indents are now being passed on the basis of full average consumption only, and even more, on furnishing adequate reasons as ordered in the Government ~~of~~ Order of 1927 quoted above.

5. Action has been taken to get the consolidation of indents done in the various central offices instead of in the Stationery office as being more convenient and less liable for errors and consequent waste. Proposals are pending before Government.

As a result of these measures, I am decidedly of opinion that complaints which used to be frequent and persistent some time ago have ceased to a very great extent now.

This was also my suggestion

In order to further minimise these complaints, it is suggested that all supplies of forms should be made direct to the taluks from the Stationery Office as the existing system of supplying them to the Deputy Commissioners and other higher officers who, in ~~x~~ turn, are expected to send them to their respective subordinate offices has been found to be beset with a lot of inconvenience to the primary offices. This point has been urged on my attention during my inspections and, I believe, that if this change in procedure is carried out, it will result in great satisfaction and relief in all

the offices situated in the taluks. But this will entail expansion of work in the despatching section of the Press which has to be strengthened with more hands - clerk, counters, packers and so on. It is worth incurring this extra cost to attain this larger good.

Keeping all the forms of all the departments in stock and stocking one year's xx supply of paper and stationery articles in advance have also been suggested as further steps towards minimising complaints. This seems to be impracticable as, in the first place, no funds could be provided and, secondly, no accommodation is available. Moreover, to print such as a large number of forms for stock simultaneously with the printing for current consumption entails very heavy expenditure in the Press on printing and binding, besides entailing a good deal of waste if the printed forms are ultimately found to be obsolete and not required.

As regards the complaints in the issue of Stationery articles, I think time has arrived to definitely state that no further quantities than those based on actual consumption will be supplied. Offices are not at all satisfied even though supplies based on their full average consumption and even on the full actual consumption of one year is supplied. They demand more and more and insist upon instant supply of the quantities indented for by them. This undue demand is no doubt due to their not having to pay for what they get. They obtain their supplies free and so long as they can get them by constant complaints, they will go on demanding more and more. If they are given a money allotment and requested to keep their expenditure within that allotment, they may probably exercise better care and greater economy. The system described by the Controller of Printing in para 9 of

his Note may be usefully tried. He says,

> " The system of monetary allotments, however affords a certain check and test of expenditure and I should strongly advice the adoption of this procedure. It should be noted that no actual monetary transaction takes place, but that the allotment is, in fact, a limit in excess of which the Stationery office will not supply ".

The work entails heavy accounting in the Stationery Office but if it leads to economy, it is worth appointing one or two accountants and bill clerks. I am, however, afraid that offices will soon reach the limits of their allotments and ask for more. The monetary allotment system is in vogue in the Hyderabad Government Press and I know the billing work there is very heavy indeed. Sir Charles Todhunter who read my Deputation Report referred to this system in his letter to me. He says,

> " I am not sure that there is not something to be said for the Hyderabad plan of billing for Stationery articles, though no doubt, it is capable of improvement in detail. In my experience, the system of indenting for stationery articles generally pursued is so cumbrous that officers will not give it their personal attention, while the clerks always overstate requirements for fear of running short. I believe that if you gave each office a cash grant (which he could spend only at your Government shop, i. e., Stationery Depot) and pitched it at 75 per cent of what his stationery costs at present, you would find that he would keep within it ".

This system may be tried.. But additional clerks will be required to do the billing and accounting work.

IV. Standardisation forms, registeres, Etc:- This is a big proposition. It is not so easy as it looks. An attemp was made at standardisation by the Efficiency Audit Branch

of the Secretariat in 1921. The forms and registers of the following departments were standardised and the printed lists issued:-

1.	Registration	(1922)
2.	C i v i l	(1922)
3.	Criminal	(1922)
4.	Excise	(1922)
5.	Treasury	(1924)
6.	Stamps	(1926)
7.	Police	(1921)
8.	Military	(1922)
9.	Veterinary	(1925) and
10.	M i n e s	(1924)

The standardisation of the forms of other departments have since been left to those departments alone and none of them have done anything so far, except the Treasury which has issued a trial list recently. It will be seen that there are a very large number of departments whose forms are required to be standardised and judging from the progress made in this direction since 1921, there does not seem to be any possibility of completing the work in the near future. If a special office were to be created for doing the work, it will entail additional recurring expenditure without any corresponding benefit.

I have found in my experience that standardisation is attended with many defects. The quantities provided in them will soon be found either too much or too little according to the varying needs of the departments. Unless amending lists are issued regularly every year, the original lists will get out of date and cease to serve their purpose. Many forms and registers provided in them may also become obsolete and new forms or registers of different sizes may be found absolutely necessary. If amendments are not promptly notified to the Press, the obsolete forms may get printed and become a waste. All these defects are found in the existing standardised lists. No amending lists have been issued ever since they were standardised.

The quantities of many of the forms and registers provided in them have been actually found to be too many in certain cases and too few in others so much so that for want of the annual amending lists notifying changes in the quantities required, unwanted forms get printed year after year and accumulate in offices and necessary forms get omitted to be printed in adequate quantities with the result that considerable waste occurs in the former case and loud complaints arise in the latter. Having observed these defects in standardisation, I represented to Government, the desirability of replacing them by annual indents. But the Government thought that the time and energy spent on the standardisation already effected would be rendered futile if it is abolished altogether and issued a Circular to all offices to notify the Press annually in time the excess or deficient quantities of any particular forms or registers that should be printed in the coming year and also to send amendment slips in cases where any form gets obsolete etc., (Vide G. O. No: G. 75-124/1.&.S. 4-25-150 dated 3rd July 1926). Hardly any office has conformed to the instructions of Government and the lists stand almost as they are. I have, however, taken upon myself the precaution to print and stock the largely consumed forms that are in constant demand, having procured a list of such forms from the departments concerned, and not printing at all the other forms unless a clear demand for them is forthcoming. This leads to some slight complaint but slight complaint is preferable to colossal waste. I am therefore of opinion that these standardised lists are a source of waste and annual indents carefully prepared and sent to the Press in time are more desirable as they take note of the fluctuations of the year and claim only the needed forms in the quantities actually

required according to the increased or decreased demand that is felt as the case may be and thus afford a truer index of the needs of the office than a standing list printed years ago and remaining unamended can do. Moreover, standardisaion has not at all progressed since nearly eight years and it is hardly likely that it will ever be completed seeing that the indents of nearly 50 more ~~offices~~ Depts have yet to be standardised.

The drawbacks of standing lists are set forth by the Controller of Printing in para 11 of his Note. He says,

> " standing lists must inevitably err on the side of generosity : balances of forms necessarily accumulate in offices and economies are impossible. I must admit that the problem of forms is one that we have so far not entirely solved in India ".

The suggestion made by him in para 12 to open a small office to deal entirely with forms has been adopted but it required expansion and strengthening with a good technical hand who knows all about sizes and who understands the needs of departments. This means again increase of cost. The suggestion made in para 13 has also been adopted. Forms common to all departments have been stocked and as soon as stock gets low, it is replenished. Special forms largely consumed in various offices are also kept in stock as already stated. Further expansion and systematisation is needed, which necessitates increase in accommodation and staff.

As regards the remark of the Dewan Saheb that there are many sizes of note papers in use, I beg to state that the issue of Note papers to all offices is regulated by G. O. No: G. 21945/22005-P.&.S. 7-20-3, dated 20th May 1921 whereby only two qualities and sizes of note papers are prescribed. (Vide samples & A & B attached). The supply of sample A is

restricted to Secretaries and Heads of major Departments and sample B to Deputy Commissioners and others. Samples C & D are supplied only to the Office of the Private Secretary to His Highness the Maharaja, the Dewan's Office and in very limited quantities to Members of Council and to none else.

This restriction in the supply of Note papers is somewhat obviated by G. O. No: E. 2670-720/P.&.S. 76-21-4, dated the 14th October 1922, according to which the Secretaries to Government and Heads of Departments have been authorised to permit letter-heads of themselves and their subordinate offices being printed in Private Presses at a cost not exceeding R$ 20/- in each case. Under this order, many officers are getting their letter-heads printed elsewhere in different styles and in different qualities and sizes of papers. Latterly, they are sending these to be printed in the Government Press as they evidently find it cheaper to get them done here. The letter-heads printed at the Government Press for the Deputy Commissioners and Heads of Departments are always restricted to foolscap half-sheet for letter forms and foolscap quarter sheet and none other. Samples are enclosed.

V. Technical & Business side of the Press:- The value of the plant of the Government Press stood as follows in the past 6 years:-

1922-23 =	R$ 2,89,742.	25-26 =	R$ 2,86,795.
23-24 =	2,78,609.	26-27 =	2,78,505.
24-25 =	2,78,187.	27-28 =	2,80,431.

These statistics show that the Plant in the Press is actually less now than what it was over six years ago and yet we have been able to turn out considerably more work. This clearly demonstrates that the mechanical equipment of the Press is inadequate and is being overworked and requires considerable addition to cope with the increasing work.

The grants made for the purchase of machines in the past few years have not helped towards equipping the Press in any tangible manner, while they have merely served to create the impression that considerable access to the machinery of the Press has been made. Really it is not so. During the past 7 years, only two printing machines of any decent size and cost have been bought and installed to replace two old ones which were auctioned. Similarly, one printing machine and one folding machine were installed in the Branch Press, the former replacing an old one which was auctioned. The other additions consist mainly of spare parts for the ~~many~~ monotype machines, the matrices to work on these machines, little hand machines for numbering, embossing and eyeletting, cutting knives, electric heaters, some small quantities of type, and so on. There has thus really been no material addition to the Press by way of mechanical equipment of any really telling kind for nearly ten years. Meanwhile, the old machines are growing older and getting more and more unservicable and are being worked ten hours a day in order to turn out the increased work. It is due more to good luck and watchful care exercised than to their soundness that they are going on without any serious breakdown.

We are overworking our establishment and overstraining our machines and taking out of them considerably more work than they are capable of. The Controller of Printing has testified to the fact that our machines are too worn to be of further service. He says,

> " I agree that many of the machines are in very bad condition but most of them in my opinion have served their time and fully paid their original cost. I would strongly advice that the oldest machines should be replaced by new ones. A machine has ordinarily completed its life after 15 years of hard work but no invariable rules can be laid down. I would strongly advice that the oldest machines should be replaced by new ones and that when they are replaced, steps

should be taken to instal machines more suitable for the class of work required".

In my various communications to Government submitting proposals at every budget time and specially in my Deputation Report, containing definite observations based on personal knowledge gained by my visits to the various up-to-date Presses in South India, I have clearly explained the necessity to equip the Press with new and more up-to-date machines. But the required grants are not forthcoming. Ten thousand rupees are nothing now a days for buying machines.. They won't fetch a single good machine. A Capital grant of at least two lakhs of rupees is required to adequately equip the Press with modern labour-saving machinery.

The most crying need of the Press now is the composing machinery. Times have gone by when we could rely solely on hand labour for composing. The inflow of work is so heavy and the urgency with which it is wanted is so pressing that without adequate labour-and cost-saving composing machinery, we should not only be hopelessly in arrears but also thoroughly out-of-date. In his Note, the Controller of Printing, says,

> " I am very strongly of opinion that the present system of composing by hand should be replaced to the largest possible extent by the installation of linotype and monotype machines. The question has been examined in detail in the Government of India Presses and hand composition there has been reduced to a minimum and considerable economies have thereby been effected. The amount of type required has been reduced to an enormous extent and there has been a vast saving in space and supervising establishment. The Mysore Press has already had experience of monotype machines and I advise strongly that further monotype machines and linotype machines should be installed ".

Mr. C. H. Yates, writing in 1917 when one of the monotype machines was first installed in the Government Press, states in his report for 1916-17, after explaining its mechanism and advantages:-

> " It may be interesting to note in view of future requirements and the natural development of the Press that the Government

> Government Press at Washington, U.S.A., produces nearly the whole of its work on these machines. As time goes on, and the demands made on the Press increase, additional machines would be required especially when the next Census is taken ".

The Madras Government Press has installed 20 linotype machines at a cost of about 3 lakhs of rupees within a period of five years and has imported a specialist on a pay of Rs. 500-1000 for looking after these machines. It has now placed orders for a few monotype machines also which will soon be installed. In a Private Press like Messrs. Perumall Chetty's at Madras, there are four monotypes and one linotype and any number of most up-to-date machines crammed from top to bottom in their four storied building. The Hyderabad Government Press which was establishmed 6 years ago is equipped completely with up-to-date and costly machinery and has got four monotypes already. While such are the tendencies of the times, we here have not been able to buy a single monotype during the last ten years, let alone a linotype or the more modern Intertype.

The above views of mine coupled with the views of the late Mr. C. H. Yates and the Controller of Printing ought to be sufficient to warrant Government to be graciously pleased to vote a substantial grant for equipping the Press with up-to-date machinery. In the Government of India Presses, there is a system of maintaining a depreciation fund. If this were instituted here, it would be a great boon to the Press. The Controller of Printing, says,

> " In order to maintain a Press in a proper state of efficiency, it should be possible to replace machinery as it grows old, and I strongly recommend the institution of a depreciation fund for this purpose on the lines that have been adopted by the Government of India ".

If this at least were done, it would save applying for extra funds every year and would result in renewing the machinery of the

Press as frequently as possible and keeping it up-to-date.

It seems to me that if we recognise that there is an all round activity in all the offices of the State and that we cannot possibly stifle this activity, it is clear that we have ~~no~~ to improve and strengthen the Press which is a service department and exists only to render service to those offices. There is no waste in the Press which is not created in ~~them~~ those offices, there is no economy effected here which is not made possible there and there is no improvement initiated here which is not rendered necessary there. The development of the Press thus depends on the development of the departments which it caters and when there is evidence of progress all round, it cannot possibly stand-still. I am therefore of opinion that our Press needs considerable expansion and development and liberal grants and sympathetic encouragement.

The work coming into the Press has out-grown the capacity of the establishment and the equipment to handle it : else it is not possible to explain the increased expenditure on ~~Publis~~ Piecework, Overtime, Cost of Electric Power and Cost of materials. We are working not less than 10 hours a day practically throughout the year and yet there is a good amount of arrears on hand. This demonstrates the need for enhanced grants to the Press rather than their curtailment.

VI. Justification for Expenditure:- The Inspector of Office Systems has been pleased to record before knowing the exact state of affairs that the technical and business side of the Press requires careful scrutiny and that an officer conversant with departmental technique should be called in to examine whether there is sufficient justification for the increased expenditure having regard to the amount of work expected to be turned out by the Press. I trust that after perusing this note he may

~~this Note,~~ he may feel inclined to change his mind. I am, however, unable to see what technical help can an outside agency render that the present managament cannot possibly afford to its own Government and its own superior officers.

We are progressing. All departments of Government are pulsating with new life and activity and the Press which has got to cater to the needs of such expanding departments should, it stands to reason, incur heavy expenditure on the heavy work turned out by it. There need therefore be no apprehension that there is no justification for the increased expenditure in the Press.

VII. Causes of Waste:- There seems to be also a lurking fear that there is a good deal of wasteful procedure in the Press ~~justyf~~ justifying investigation. I beg to state that as already mentioned by me, the waste, if at all, is caused by the departments themselves who are averse to abide by the technical rules of the Press and choose to treat the Press as their hand-maid to be always at their service irrespective of the cost involved thereby. If only the Secretariat and the other departments would follow strictly a definite line of procedure in dealing with the Press, it will result in considerable reduction of expenditure. Times without number Government have laid down Press procedure on the recommendations of various Superintendents but no improvement is perceptible, with the result that while the departments do not change their methods, the Press is run down for causing increased expenditure. The Press has always raised an out-cry against the following wasteful procedure:-

1. Sending of manuscripts in an ill-prepared form and at the very last moment,
2. Insisting on proofs being furnished at a certain date irrespective of the bulk of the work sent,

3. retaining proofs for an indefinitely long time,

4. returning ~~their~~ them piecemeal with heavy corrections and demanding clean proofs frequently as though proofs are office drafts or

5. returning them with hardly any corrections in the composed pages but adding further matter and asking for another proof, and retaining it again for a long time, and then

6. returning the same at the nick of the moment and asking for printed ~~copies~~ copies on a definite date giving scarcely any time for the Press to work normally to complete the work.

There is hardly any work of any importance that does not suffer from this infliction. Many orders have been passed and circulars have been issued to prevent this practice but they have not succeeded so far in bringing about the desired result. If these works were carried out normally, the cost would be considerably less than what it is now when they have to be done in a hurry working overtime and paying heavy hourly wages. I am confident that if the requirements of Press Procedure are rigidly adhered to, material reduction in cost will be perceptible.

The Government of India have got an elaborate and rigorous system. A separate Printing Clearing Office has been opened by them to enforce strictly the due observance of all rules relating to Press Procedure. Hardly any proofs are sent to departments but if they are sent at all, they are got back within a prescribed time. The works are distributed among all the Presses in all parts of India according to the capacity of the Presses and the arrears in hand in each Press. This is no doubt an elaborate system but it costs a good deal

of money to organise an office of that kind. Here in Mysore the Press is mostly guided by the Secretariat and the respective departments. They determine the manner in which the manuscripts is prepared for the Press, the time when it is sent to the Press and when proofs shall be sent back to them They return the proofs when it suits them which is invariably on a Saturday or on the eve of a big feast or a General Holiday and fix the date for a fresh proof or printed copies which always necessitates working overtime and on holidays. Many a work comes at the very last moment, at the very threshold as it were of a meeting of the Representative Assembly, Legislative Council, Economic Conference or other meeting, and the Press is goaded to give proofs at all hours and print on the very eve of the meeting after strenuous hard labour streched out at 10 hours a day. All this is expensive and tells on the budget. Nobody outside the Press can have any idea of the slaving that any printed copy has exacted from the Press when distributed at a meeting but eyes are opened when its cost is demanded and stated.

The arrangements obtaining with us are practically the reverse of what obtains in the Government of India Printing Controlling Department. The Press here is the Cinderella of all the departments of the State and is expected to be at their beck and call whereas in the Government of India the departments shall abide by the decisions of the Press. The Superintendent here is on tender hooks to make arrangements to deal with matter that is unexpectedly hurled on his head. He has got to put aside all normal work and handle the new one, work at it day and night, incur more expenditure than is actually necessary and complete it at the given time. Under such circumstances, work cannot but become unnecessarily

expensive. The Press is hardly to blame for such a state of affairs : rather, it has been thanked many a time for organising its resources, rising to the extraordinary occasion created by the department that sent the work and completing it in the required time, cost coming into no consideration in such cases. It is because the bulk of the works handled in the Press come under this catagory that expense mounts up. If most of them were executed normally, the cost would surely go down.

VIII. Summary:- To summarise my observation made above:-

1. The increased cost of the Press is due to increased work.

2. The increased cost is less in proportion to the increased work.

3. The increased work demands increased accommodation and expansion of the Press and increased and up-to-date equipment.

4. All possible arrangements have been made with the limited funds available to deal with complaints regarding forms and registers. These arrangements have to be systematised and made to render more efficient service by the reorganisation and strengthening of the Forms Branch of the Stationery Depot.

5. The system of preparing indents and transmitting them to the Press in time is capable of improvement.

6. The consolidation of indents should be entrusted to the highest office of each department concerned and not to the Stationery Depot.

7. Annual indents carefully prepared should replace standardised lists.

8. The Press should get more control over the work that is received for execution in the following directions:-

   i. Manuscripts should be sent well in time, well edited, the Press being empowered to reject it irrespective of the urgency with which it

is required to be printed or demand payment for the actual extra labour it involves which payment should be credited to the Press for meeting the extra expenditure.

ii. No proofs should be called as a general rule, all proof reading being done in the Press itself and the submission of the second or succeeding proofs resting at the descretion of the Press.

iii. No additions and alterations to manuscripts to be permitted in proofs stage.

iv. Manuscripts should not be sent piecemeal and proofs thereof asked every time of the day and the work dragged on for months. The entire work should be sent with all corrections embodied therein and the entire proofs taken after a reasonable time and returned within a reasonable time. This rule should be made applicable to the Budget and Budget Notes also.

9. The Press should be consulted at the time when any forms and registers are prescribed and when any bulky work is required to be printed about their cost. The estimated cost should be sanctioned and made available to the Press for expenditure and the work sent for execution with this intimation. The existing procedure of leaving it to the Press to approach Government for extra funds after the execution of the work should be discontinued.

10. No additional work should be permitted to be executed in the Press until funds are sanctioned to meet its cost, the Press being empowered to reject it for want of such sanction.

11. A system of money allotments for supply of stationery articles to all offices may be tried as an experimental measure.

12. A depreciation fund may be instituted for the replacement of old machinery by new and up-to-date ones.

These are the measures that, in my humble opinion, would be required to effect economies and keep down cost, at the same time keeping the Press equipped up-to-date and abreast of the times.

IX. Appointment of another Committee:- In 1925, the Controller of Printing was consulted by me under the orders of Government on certain outstanding questions calculated to improve the working and efficiency of the Press. His observations are embodied in the Note submitted by him. Whatever points were feasible without involving additional expenditure have been adopted and all those which involved increased expenditure are kept in abeyance for want of funds. He has been freely quoted in this Note in the appropriate places and it is hoped that now at least it would be found possible to adopt his suggestions. Four years ago is not too long a time back and while his suggestions are yet to be adopted as shown above, his Note cannot be considered as out of date.

In 1926, there was a meeting with the Second Member of Council, the Stores Purchase Secretary, the Chief Secretary and myself when complaints about indents were heard and the indents received from departments were inspected. As a result, a Government Order was issued enjoining all offices to prepare their indents carefully with a view to avoid waste and minimise complaints.

In 1927, as a result of the complaints raised at the Meeting of the Heads of Departments and Deputy Commissioners, a Committee was appointed consisting of the General Secretary to Government, Inspector of Office Systems and myself to go into the question of these complaints and suggest remedies. Among

the items discussed were certain suggestions made by the Controller of Printing also. Most of the questions were left undecided as they trenched on additional expenditure.

In 1928, I was sent on deputation, and after visiting all the up-to-date Presses in the Bombay Presidency and Hyderabad, I submitted my Report in which various suggestions have been made for the improvement of the Press. Proposals also have been submitted to Government on one or two important items. But as they all require additional funds, nothing has been done till now.

In this manner, the work of the Press is under annual scrutiny during the past four years and it is not for me to state whether another Committee is necessary or desirable in the light of my opinion freely and frankly expressed in this Note.

Bangalore,
Dated, 18th May 1929.

Superintendent,
Government Printing.

...

ANNEXURE TO THE NOTE.

Circular, indent
forms and Book
form of rules issued
by the City depôt
1884/85—

9th January 1928.

C I R C U L A R.

To

All the Sub Division Officers and Amildars.

Has the honor to request that Indents in the prescribed printed Form sent herewith may be sent to the Deputy Commissioner of his District for the Forms required by him for the whole of the year 1928-29, so as to reach the Deputy Commissioner's Office - punctually on the 28th of February. This practice should be - adopted every year without fail, necessary Indent Forms being - obtained from this office or from the Deputy Commissioner's Office. The Deputy Commissioner's Office will consolidate all the Indents - received from the Taluks, and send one consolidated Indent to this office for printing, which will ensure the supply of all the Forms claimed by the Taluk. Making a report to the Deputy Commissioner's Office for Forms only when their need arises is as the practice now in most Taluk Offices, will only result in disappointment, as this office will have printed only the limited number of Forms indented by the Deputy Commissioner. It is very essential that all Taluk Indents should reach the Deputy Commissioner's Office by the end of February each year, so that all these Indents may be consolidated, and sent to this office by the end of March.

It is hoped that a strict observance of this rule on the Part of the Taluk Offices will ensure timely , and adequate supplies of Forms, and minimise the excessive consumption of white paper, which is explained as being due to the non-receipt of Forms and Registers in time.

The undersigned requests that the Sub Division Officers and Amildars will please personally assure themselves that the Forms Indent has been despatched to the Deputy Commissioner's Office in time.

Sd/- B. Puttaiya,
Superintendent.

15

RULES REGULATING THE SUPPLY AND CONSUMPTION OF PRINTED FORMS IN THE PUBLIC OFFICES OF THE STATE.

(Extracts of important Rules from G. O. No. G. 6011-60, dated 27th May 1904.)

Rule 45.—Indents for Forms will be subject to the same kind of check as Stationery Indents by the Heads of Departments, with reference to the amount of business done in each office, the quantity expended, the balance and the annual consumption in cognate offices.

Rule 46. The authorised scale and prescribed Forms should not be deviated from; nor should any new Forms, except departmental ones prescribed by Heads of Departments under the authority of any Rule or Regulation in force, be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their Indents or requisitions.

Rule 48.—Each Form or Register shall be numbered consecutively, and

the number once given to a Form or Register must not be altered, as it is by this number that it is known in the Stationery Depot and the Government Press.

Rule 50.—In the case of Forms newly introduced under the provisions of Rule 46, sample Forms of the proper size must accompany the Indent. These will be printed on the kind of paper prescribed therefor in the Appendix. If, in any case, Forms on special paper are required, the indenting officer must specify his reasons fully in his Indent.

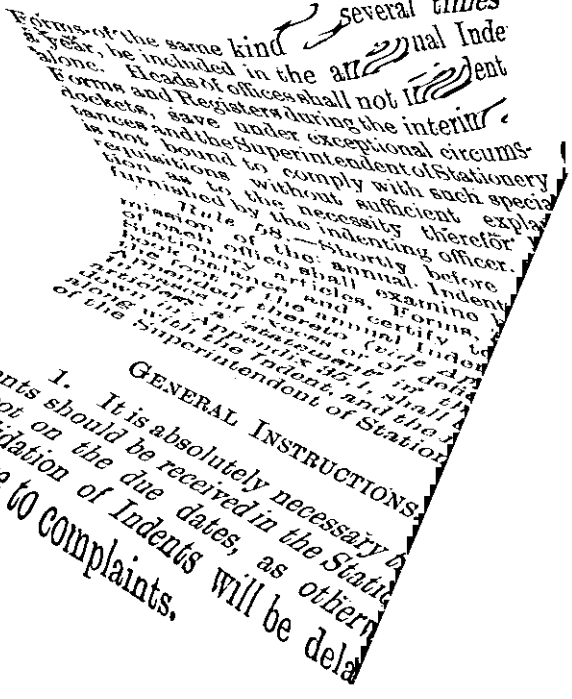
Rule 51.—Where an officer has several offices subordinate to him, issues of Forms to these in bulk, shall be made on Indents (Appendix 35J), and entered in the Register at the Head office. Separate Receipt and Issue Books shall be maintained in each Subordinate Office, and a quarterly return showing consumption, and balance in the form given in Appendix 35 H, shall be submitted by each Subordinate Office to the head office. In Departments, in which subordinate offices are regularly and systematically inspected, a personal examination of the Registers by the Inspecting Officer may take the place of the quarterly return.

Rule 52.—Every printed Form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of each Form. Thus Revenue Form would be numbered as "Revenue 1-2000-9-3-03". The number of the Form shall be invariably quoted in the Registers as well as in the Indents.

Rule 53.—A book file with a sample of each Form in use shall be maintained in each office or department of an office by the subordinate in charge of the Forms. In this all modifications of Forms ordered from time to time shall be at once noted.

Rule 54.—All printed Forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of Forms being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the Form. Care shall be taken to prevent damage to the Forms while in Store.

Rule 55.—All the Forms and Registers required by indenting officers for their use, and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing,



GENERAL INSTRUCTIONS.

1. It is absolutely necessary that Indents should be received in the Stationery Office on the due dates, as otherwise delay in the validation of Indents will be liable to give rise to complaints,

Forms of the same kind several times in a year, be included in the annual Indent alone. Heads of offices shall not indent for Forms and Registers during the interim on dockets, save under exceptional circumstances and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

Rule 58.—Shortly before the submission of the annual Indent, the Head of each office shall examine his stock of Stationery articles, Forms, &c., with the book balance and certify to the fact at the foot of the annual Indent in the form Appended thereto (*vide Appendix 35 D*). In cases of excess or of deficiency in any articles, a statement in the form laid down in Appendix 35,I, shall be submitted along with the Indent, and the instructions of the Superintendent of Stationery taken.

General Instructions.

1. It is absolutely necessary that Indents should be received in the Stationery Depot on the due dates, as otherwise, consolidation of Indents will be delayed giving rise to complaints.

2. Forms not claimed in the Indent cannot be supplied when asked on stray requisitions.

3. In the case of standardised Indents, quantities of any particular Form or Register requiring to be increased or decreasad should be intimated before the end of May to the Superintendent of Stationery with a view to adjust the supplies to the actual needs of departments and to prevent any office receiving Forms not wanted, and to ensure adequate supplies of the Forms actually required. (*Vide G.O.No. G. 75-124-P & S. 4-25-150, dated 3rd July 1926*).

4. The figures entered in the consumption columns of the Indent, *viz.*, columns 5, 6 and 7 should be posted from the Stock Register maintained in each office, and they must tally both in the Indent and the Stock Register. At the end of each official year and on the date of preparing the Indent, the total consumption for the whole year, and up to the date of Indent, should be struck, and shown in the Stock Register.

5. All Issues of Forms and Registers should be entered in the Issue Register and each issue should be attested by the clerk receiving the Form or Register.

6. As soon as a Form or Register has become obsolete or withdrawn from use, intimation of the fact should be given to the Superintendent of Stationery enclosing the sample and referring to the new Form or Register which supersedes it, so that the information may be noted in the Stationery office with a view to prevent the wrong Form being printed again.

7. It will be a great assistance to the Stationery Depot if all Forms and Registers are entered in the Indent in the serial order of their correct numbers as it will greatly facilitate ready identification of the correct Form or Register and renders consolidation easy and accurate. In addition, it would afford further facilities if a separate serial number is entered in column one of the Indent against each Register or Form claimed.

8. In all communications addressed to the Press and the Stationery Depot, this serial number of the Indent against which the particular Form or Register required is entered should be quoted to facilitate the quick identification of the Form or Register required.

W D 3202—GPE—1500—11.2.29

RULES REGULATING THE SUPPLY AND CONSUMPTION OF STATIONERY ARTICLES IN THE PUBLIC OFFICES OF THE STATE.

(Extracts of Important Rules from G. O. No. G) 6011-60, dated 27th May 1904).

Rule 12.—Indents shall be for the official year following, and shall be based on the average of the actuals of the two official years preceding that in which the Indent is submitted.

Rule 13.—The actual consumption of all articles of Stationery (whether indented for or not) in the two previous years shall be shown in the columns provided for the purpose in the Form. These figures must be entered with great care as the Annual Budget of Stationery is based on them.

Rule 14.—In the column of "Remarks", an explanation of any large differences in the consumption, and quantity of articles indented for (columns 6 and 9) shall be fully given.

Rule 16.—Indents for the articles issued on a fixed scale shall only be complied with, within the scale prescribed. The articles issued for stated periods, shall not be issued until after the period for which they are required to last has expired, and then only on being covered by a certificate in the following form :-

> "I certify that I have personally ascertained that the articles have been actually lost (or worn out by fair usage or destroyed by excusable accident)"

Rule 18.—All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

Rule 19.—All old and unserviceable articles should be sold by public auction, and the proceeds credited to Government, the particulars being intimated to the Superintendent of Stationery, but the unserviceable articles supplied periodically should be returned to the Stationery Depot for exchange for new ones as required by G. O. No. G. 25240-300-P. & S. 75-18-4, dated 8th May 1919.

Rule 26.—The establishment given in the distribution statement in the Indent shall be a counterpart of the annual schedule of establishment submitted to the Comptroller in so far as regards the number of officers and officials using Stationery. As this is the only check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account be shown as Accountants or *vice versa*.

Rule 30.—On arrival of the supplies, the indenting officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the invoice in the presence of the indenting officer, or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed, and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt, must not be delayed pending reference to the Stationery Depot regarding short or excess delivery, which should form the subject of separate correspondence.

Rule 31.—In the unavoidable absence

Rule 61.—In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

Rule 64.—When the quantity of any store or Stationery indented for is not more than the average of consumption for the preceding two years, the Superintendent shall supply the full quantity. When the Indent is for a larger quantity, and satisfactory reasons are given for the increase, the Superintendent may comply with it, provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess, are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying.

GENERAL INSTRUCTIONS.

1. It is absolutely essential that Indents should be received in the Stationery Depot on the due date, as otherwise, consolidation of Indents will be delayed, giving room for complaints.
2. Articles not claimed in the Indent. should not be claimed on stray requisitions.

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4. The Issues of articles should always be according to the prescribed scale, and should be entered in the Issue Register and attested by the clerk receiving them.

RULES REGULATING THE SUPPLY AND CONSUMPTION OF STATIONERY ARTICLES IN THE PUBLIC OFFICES OF THE STATE.

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Rule 26.—The establishment given in the distribution statement in the Indent shall be a counterpart of the annual schedule of establishment submitted to the Comptroller in so far as regards

ISSUE VOUCHER No .. ..

Due date 15th February.

APPENDIX D.

(REFERRED TO IN RULE 10)

192 192

From

To

THE SUPERINTENDENT,

Government Stationery Depot.

Dated

Despatched

Received

No.

Forwards indent for stationery articles required for the official year 192 —192

Signature of Indenting Officer

Date of receipt at the Depot—

Registered No.

Date supplied—

Case No.

Bale No.

Bundle No.

the number of officers and officials using Stationery. As this is the only check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential Clerks shall on no account be shown as Accountants or *vice versa*.

Rule 30.—On arrival of the supplies, the indenting officer shall have the packages placed in a dry and properly-protected place. They shall then be opened at once and the contents verified with the invoice in the presence of the indenting officer, or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed, and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt, must not be delayed pending reference to the Stationery Depot regarding short or excess delivery, which should form the subject of separate correspondence.

Rule 31.—In the unavoidable absence of the Head of the office, the packages shall be opened by the Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the office.

Rule 35.—The Stores of Stationery and Forms received from the Stationery Depot should be placed in charge, under lock and key, of either the Head Clerk or Manager of the office.

Rule 36.—Three separate books. Appendices F 1, F 2 and K, one showing the receipts, another showing the issues of Stationery and Printed Forms, and the third showing periodical issues of Stationery shall be maintained in each office.

Rule 37.—Each supply of Stationery and Forms shall, immediately on receipt, be entered in the receipt book, and issues therefrom regularly posted.

Rule 38.—The issues shall be totalled up on the last day of each month and balance struck. The books shall be examined and initialled once a month by the Head of the Office or by some person appaointed by him for the purpose, and the balnce as shown in the book verified with the actual balance in hand once a quarter.

Rule 39.—The average annual consumption shown in the Register, shall be followed in furnishing figures to the Superintendent in the Indent.

Rule 41.—The Receipt and Issue Registers maintained in any Office may at any time be called for by the Superintendent of Stationery for examination or for purposes of verifying the Indents.

Rule 42.—All supplies shall be a *bona fide* charge for the year, in which the issues are made, and Indents not complied with in full at the close of the year, will be considered cancelled. The requisition for articles of periodical issues only, so unsupplied, may, if necessary, be renewed in the following year's Indent.

Rule 58.—Shortly before the submission of the annual Indent, the Head of each office shall examine his stock of Stationery articles, Forms, &c., with the book balance, and certify to the fact at the foot of the annual Indent in the Form appended thereto. In cases of excess or of deficiency in any articles, a statement in the form laid down in Appendix D (*vide* the Indent Form), shall be submitted along with the Indent, and the instructions of the Superintendent of Stationery taken.

Rule 61.—In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

Rule 64.—When the quantity of any store or Stationery Indented for is not more than the average of consumption for the preceding two years, the Superintendent shall supply the full quantity. When the Indent is for a larger quantity, and satisfactory reasons are given for the increase, the Superintendent may comply with it, provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess, are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying.

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4. The Issues of articles should always be according to the prescribed scale, and should be entered in the Issue Register and attested by the clerk receiving them.

ARTICLES ISSUED ACCORDING TO A FIXED SCALE.

(*Vide* G. O. No. G. 21945—22005-P & S. 7--20—3 of 20—5—21.)

PER ANNUM.

	Black lead pencils	Colored pencils	Black ink powder	Red ink powder	Pen holders
1	2	3	4	5	6
leads of offices	4	2	3 packets to each man	1 packet to each man	2
lanagers, etc., Auditors and Accountants	3				2
lerks	3	..			2
lutchis	2	..			1

N B.—Black and red ink powders shall not be issued to each individual, but the required ink will be prepared by office mutchis and served out.

PER MONTH.

	Nibs	Blotting paper
1	2	3
leads of offices	6	2 sheets
lanagers, etc., Accountants and Clerks	4	1 ,,
lutchis	3	1 ,,

. B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as for as practicable.

PERIODICALS ISSUED AT STATED INTERVALS.

Articles	Minimum number of years for which the articles are issued	Scale
1	2	3
lotting pad	1 Year ..	1 for each Gazetted Officer.
ıdia rubber piece	2 Years ..	1 per man.
ɔn-knives	4 ,, ..	1 for each Gazetted Officer
ıissors *	4 ,, ..	1 for each officer.
reen baize	4 ,, ..	2 yards for Gazetted Officer
k glasses	5 ,, ..	2 per man
ırew top Ink glasses †	5 ,, ..	2 for Gazetted Officers with touring works
ındle stand with globe	4 ,, ..	4 (maximum) per office.
ılers	Once for all ..	1 for every six men
ooden ink stands	,, ..	1 for each official.
ɔn-racks	,, ..	1 for head of office.
ıper weights	,, ..	2 do

* Four pairs to Secretariats, Chief Court, Comptroller and other Officers having several offices.

† This class of articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to Stationery for exchange for new ones, as required by G. O. No. G. 25240---300—P. & S. 75—18—4 of 8—5—19.

ANNUAL INDENT FOR STATIONERY FROM 1ST JULY 192 , TO 30TH

Date prepared—

Number of Gazetted officers .....
Number of clerks using stationery as per details below. Clerks ..... Accountants..... Mutchis.....
Details of sanctioned establishment.
Herein below explain why hand made papers and machine-made paper books are required

	1	2	3	4	5		6	7
No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the indent is submitted	Total of columns 2 and 3	Consumption of two previous years 19 —19	19 —19	Average of the two sub-columns in column 5	Expenditure the current Actual up to date of indent from 1st July

(1) ARTICLES SUPPLIED ON THE AVERAGE OF THE PAST TWO YEARS' CONSUMPTION.

		Rms. Q. S.	Rms. Q. S.	Rms Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.
	SUPERIOR PAPERS.							
1	Machine-made Foolscap ...							
2	Typewriting paper, thick ...							
3	Do thin ...							
4	Carbon paper ...							
5	1st quality Memorandum ...							
6	2nd do do							
7	1st quality note paper ...							
8	2nd do do ...							
9	Combined envelopes ...							
	ORDINARY PAPER'S							
10	Cream wove F' cap. 10 lbs. ...							
11	Blotting Paper							
	PAPERS FOR COVERS AND PACKETS.							
12	Brown cartridge ...							
13	Badami Demy ...							
	BLANK BOOKS.	Number	Number	Number	Number	Number	Number	Number
14	" From" Registers, English ..							
15	" To " do do ...							

JE 192 . . . . . FOR THE OFFICE.

Date despatched—

The form below should be carefully filled up by the Indenting Officer, the route and mode of carriage being fully specified

Direction to be marked on cases.

To the

of

at

care of

To be forwarded by

	8	9	10	11	12
g during the remaining part of the official year	Quantity expected to remain at the begining of the official year for which the indent is submitted	Quantity now claimed	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	REMARKS NOTE—Explanation of unusually large demands, than the average consumption shown, etc., should be here given
Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	Rms. Q. S.	
nber	Number	Number	Number	Number	

Vide instructions at the back.

1			2	3	4	5		6	7
No.	NAME OF ARTICLE		Opening balance of the official year in which the indent is submitted. This column should not include figures of column	Articles received for the official year in which the indent is submitted	Total of columns 2 and 3	Consumption of two previous years		Average of the two sub-columns in column 5	Expenditure current
						19 —19	19 —19		Actual up to date of indent from 1st July
			Number	Number	Number	Number	Number	Number	Number
16	Order Book	...							
17	Acquittance Book	...							
18	Quarto qr.	...							
19	Octavo ½	...							
20	Stationery Issue Registers	...							
21	Do Receipt do	...							
22	Forms Issues Register	...							
23	Do Receipt do	...							
24	Do K. do	...							
25	File Book	...							
	SUNDRY ARTICLES.								
26	Needles	...							
27	Tape, white	Skeins							
28	Thread, white	Reels							
29	Sealing-wax	Sticks							
30	Candles	No.							
	(2) ARTICLES SUPPLIED ACCORDING TO FIXED SCALE								
31	Steel-pen Nibs	No.							
32	Do Holders	,,							
33	Black Ink Powder	Packs							
34	Red do	do							
35	Black Lead Pencils	No.							
36	Colored do	,,							
	(3) ARTICLES SUPPLIED ONCE FOR ALL AND WHICH CAN ONLY BE RENEWED AFTER THE								
37	Blotting pads	No.							
38	India-rubber	,,							
39	Pen-knives	,,							
40	Scissors	,,							
41	Green baize	Yds.							
42	Ink-glasses	No.							
43	Screw-top Ink-glasses	,,							

	8	9	10	11	12
during the year Probable quantity estimated to be spent during the remaining part of the official year	Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	REMARKS NOTE—Explanation of unusually large demands than the average consumption shown, etc., should be here given

(a) Here enter certificate required under the Officer's signature. *Vide* instructions at the back.

LAPSE OF THE MINIMUM PERIOD THEY ARE REQUIRED.

1			2	3	4	5		6	7
No.	NAME OF ARTICLE		Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Articles received for the official year in which the indent is submitted	Total of columns 2 and 3	Consumption of two previous years		Average of the two sub-columns in column 5	Expen c Actuals up-to-date of indent from 1st July
						19 –19	19 –19		
44	Candle-sticks	No.							
45	Ebony Ink-stands	,,							
46	Wooden ink-stands	,,							
47	Rulers, round	,,							
48	Finger printing apparatus	,,							
49	T. W. Ribbons, Remington	,,							
	Do Oliver	,,							
	Do Underwood	,,							
	Do L. C. Smith	,,							
	Do Portable	,,							

I certify that I examined the stock of stationery articles, printed forms and drawing and mathematical instruments shown in the accompanying statement.

Station..... .....

Date.....

Signature and designation of the Head of the Office.

Issue Stationery passed in column No. 10.

Superintendent of Stationery.

Issued Stationery accordingly as per column N. 11.

Supervisor

Store-kee

	8	9	10	11	12
during the year: Probable quantity estimated to be spent during the remaining part of the official year	Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Quantity passed by the Superintendent of Stationery	Quantity supplied by the Depot	REMARKS NOTE.—Explanation of unusually large demands, than the average consumption shown, etc., should be here given

on the 192 and found the same correct according to the book balance (except in the case of article

Signature of the Indenting Officer.

The articles detailed in column No. 11 have been examined and received in good condition from the Sationery Depot on this the.....day of.....192

Signature and designation of the officer receiving stationery.

WD 3202—GPB—2,500—5-9-28

Due date 31st March.

RULES REGULATING THE SUPPLY AND CONSUMPTION OF PRINTED FORMS IN THE PUBLIC OFFICES OF THE STATE.

(Extracts of important Rules from G. O. No. G. 6011-60, dated 27th May 1904.)

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APPENDIX G.

INDENT FOR FORMS.

192 —192

From

To

The Superintendent of Stationery

Through

Date

Despatched

Received

No.

Forwards Indent for Forms for 192

WD 3202—GPB—5,000—13-12-28

Rule 52.—Every printed Form shall bear (in small type) in a corner of it, a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of each Form. Thus Revenue Form would be numbered as "Revenue 1-2000-9-3-03". The number of the Form shall be invariably quoted in the Registers as well as in the Indents.

Rule 53.—A book file with a sample of each Form in use shall be maintained in each office or department of an office by the subordinate in charge of the Forms. In this, all modifications of Forms ordered from time to time shall be at once noted.

Rule 54.—All printed Forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of Forms being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the Form. Care shall be taken to prevent damage to the Forms while in Store.

Rule 55.—All the Forms and Registers required by indenting officers for their use, and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing Forms of the same kind several times in a year, be included in the annual Indent alone. Heads of offices shall not indent for Forms and Registers during the interim on dockets, save under exceptional circumstances and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

Rule 58.—Shortly before the submission of the annual Indent, the Head of each office shall examine his stock of Stationery articles, Forms, &c., with the book balance and certify to the fact at the foot of the annual Indent in the form Appended thereto (*vide Appendix 35 D*). In cases of excess or of deficiency in any articles, a statement in the form laid down in Appendix 35,I, shall be submitted along with the Indent, and the instructions of the Superintendent of Stationery taken.

General Instructions.

1. It is absolutely necessary that Indents should be received in the Stationery Depot on the due dates, as otherwise, consolidation of Indents will be delayed giving rise to complaints.

2. Forms not claimed in the Indent cannot be supplied when asked on stray requisitions.

3. In the case of standardised Indents, quantities of any particular Form or Register requiring to be increased or decreasad should be intimated before the end of May to the Superintendent of Stationery with a view to adjust the supplies to the actual needs of departments and to prevent any office receiving Forms not wanted, and to ensure adequate supplies of the Forms actually required. (*Vide G.O.No. G. 75-124-P & S. 4-25-150, dated 3rd July 1926*).

4. The figures entered in the consumption columns of the Indent, *viz.*, columns 5, 6 and 7 should be posted from the Stock Register maintained in each office, and they must tally both in the Indent and the Stock Register. At the end of each official year and on the date of preparing the Indent, the total consumption for the whole year, and up to the date of Indent, should be struck, and shown in the Stock Register.

5. All Issues of Forms and Registers should be entered in the Issue Register and each issue should be attested by the clerk receiving the Form or Register.

6. As soon as a Form or Register has become obsolete or withdrawn from use, intimation of the fact should be given to the Superintendent of Stationery enclosing the sample and referring to the new Form or Register which supersedes it, so that the information may be noted in the Stationery office with a view to prevent the wrong Form being printed again.

7. It will be a great assistance to the Stationery Depot if all Forms and Registers are entered in the Indent in the serial order of their correct numbers as it will greatly facilitate ready identification of the correct Form or Register and renders consolidation easy and accurate. In addition, it would afford further facilities if a separate serial number is entered in column one of the Indent against each Register or Form claimed.

8. In all communications addressed to the Press and the Stationery Depot, this serial number of the Indent against which the particular Form or Register required is entered should be quoted to facilitate the quick identification of the Form or Register required.

ANNUAL INDENT OF FORMS FROM 1ST JULY 192 TO 30TH JUNE 192 FOR THE DISTRICT.

Date prepared— Date despatched—

The form below should be carefully filled up by the Indenting officer, the route and mode of carriage being fully specified

Description to be marked on cases

To the.....

of.....

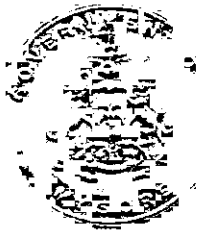
at .....

care of.....

to be forwarded by.....

1			2	3	4	5		6	7		8	9	10	11
Serial No. of the Indent	Serial No. of the Form	NAME OF FORM	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Forms received for the official year in which the indent is submitted	Total of columns 2 and 3	Consumption of two previous years		Average of the two sub-columns in column 5	Expenditure during the current year		Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Quantity supplied by the Superintendent	REMARKS. NOTE.— Explanation of unusually large demands, variations in the consumption shown, etc., should be here given
									Actuals up to date of indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year				

1			2	3	4	5		6	7		8	9	10	11
Serial No. of the Indent	Serial No. of the Form	NAME OF FORM	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Forms received for the official year in which the indent is submitted	Total of columns 2 and 3	Consumption of two previous years		Average of the two sub-columns in column 5	Expenditure during the current year		Quantity expected to remain at the beginning of the official year for which the indent is submitted	Quantity now claimed	Quantity supplied by the Superintendent	REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given
									Actuals up to date of indent from 1st July	Probable quantity estimated to be spent during the remaining part of the official year				



Sample A.

Foirst Quality note paper to be supplied to Secretaries and Heads of Depts & occasionally to Sy: Comms.

Sample B.

Second Quality Note Paper
Supplied to Dy Commrs,
and others and also Heads
of Minor Depts — 1867

Sample C

Supplied to the Office
of the Private Secretary
to His Highness and the
Dewan's Office

BP

Sample D.

Supplied to the office of the Private Secretary to His Highness and the Dewan's office

BB

Samples of
Letterheads wanted
for Deputy Commissioners
Roberts